Saleem

Billing Officer

+92.303.3443897

khososaleem03@gmail.com

Punjab Colony, Karachi, Pakistan

Skills

Ability To Multi-task | Administration | Administrative & Logistics Support | Adminstration Knowledge | Appointment Scheduling | Best Clients Dealing | Call Controls | Communications & Negotiations | Compliance | Computer | Computer Knowledge | Computer Operations | Customer Handling | Customer Satisfaction | Customer Service Management | Customer Support Operations | Data Entry | Data Extraction | Documents Handling | Education Cordination | Employee Of The Month / Computer Skill / Communication Skill / Problem Solving Skill | Energetic Enthusiastic | English Language | Executive Appointments | Fluency In Microsoft Office Suite | Fluent in English | Fluent In English Urdu | Front Desk Management | Front Desk Mangement | Front Office Support | Full Software Lifecycle | Lab Knowldge | Lesson Assessment | Medical Tests Knowledge | Microsoft Excel | Monitoring | Multi Tasking | Office Assistance | Office Assistant | Office Management | Office Support | Official Assignments | Planning and Organizational Skills | Plans Strategically | Problem Solving Skills | PTP Protocols | Receptionist Tasks | Receptionist Work | Reports To Executive | Result Oriented

Experience

May 2021 - Present

Billing Officer

Chinot Hospital Korangi Karachi, Karachi, Pakistan

Finance & Account

Feb 2020 - Present

Cashier

Zam Zam bakery Clifton Karachi, Karachi, Pakistan

Cashier

Feb 2018 - Nov 2019

Customer Service / After Sale Service

Hyperstar Carrefour Dolmen Mall Clifton Karachi, Karachi, Pakistan

dealing customer , maintain all office record , maintain daily customer delivery's & installations , work on excl, achieve monthly target, maintain were house , send daily report gm or duty manager cash lone for after sale service, refund & exchange announcement for customer or staff in speaker

Aug 2014 - Feb 2018

Front Desk Assistant

Ziauddin Hospital Clifton Karachi, Karachi, Pakistan

Information, Billing, Maintain All Office Record & Have A Good Command On Oracle Software

Education

2021 **Allama Iqbal Open University**
Bachelors in Commerce
Accounting & Finance

2013 **BISE Sukkur**
Intermediate/A-Level
PRE ENGINEERING

2011 **BISE Sukkur**
Matriculation/O-Level
Science

Languages

Sindhi
Expert

Urdu
Expert

English
Expert